

St. Vincent Ferrer Parish

Protecting Our Children

VIRTUS Training, Background Check, and Fingerprinting

NEW EMPLOYEES must complete both a manual fingerprint and an electronic background check at time of employment with no further requirement for a manual fingerprint completed in the future; **with the exception of school employees-FBI FINGERPRINTS REQUIRED EVERY 5 YEARS.** If you have not lived in Ohio f The electronic background checks are done through SELECTION.COM. Employees are also required to attend a VIRTUS training session.

CURRENT EMPLOYEES must sign up for electronic background checks through SELECTION.COM

VOLUNTEERS must complete a background check through SELECTION.COM, our background check provider. Volunteers are also required to attend a VIRTUS training session and comply with the monthly VIRTUS on-line updates to maintain an active status. Parents and guardians should be aware that the parish monitors approvals of the volunteer requirements. Approvals generally take approximately two weeks following completion of both requirements and volunteers will not be permitted to work with minors until the approvals are in place. Additionally, volunteers who fall behind on reading the monthly updates are not permitted to work with minors.

Frequently Asked Questions

How Do I Sign Up For a VIRTUS Training Session?

Visit the VIRTUS website at www.virtus.org and click on "Registration" on the left side of the page and follow the prompts. Please be sure to remember your username and password. You will be able to view a list of upcoming sessions in the Archdiocese of Cincinnati by clicking on "Cincinnati" in the "View a List of Sessions" menu. You can attend a VIRTUS session at any location and time that is convenient for your schedule, but you must be registered to attend the session (no walk-ins are permitted).

How Do I Sign Up For a Background Check?

After you complete the registration process for a VIRTUS training session, you will be directed to www.selection.com where you will complete the Background Check. Please be prepared to pay for the Background Check (\$25 fee).

If you select to pay by personal credit card, SVF can add the \$25 fee to your parish donation record. Contact Josette Hudek at jhudek@svfchurch.org to inform us that you paid the fee.

★Problems with selection.com should be addressed with them at (513) 522-8764

How Do I Sign Up For Manual Fingerprinting? Only employees need a manual fingerprint checks completed. The Archdiocese coordinates BCI and FBI fingerprinting through Selection.com. Contact Josette Hudek for further information.

For more information, please contact Josette Hudek, SVF Safe Environment Coordinator, at (513) 686-1125 or by email at jhudek@svfchurch.org. You can also visit www.catholiccincinnati.org to learn more about what the Archdiocese of Cincinnati is doing to help keep our children safe.

ST. VINCENT FERRER VOLUNTEER REQUIREMENTS

VOLUNTEERS MUST:

- ❖ Attend a VIRTUS training session and comply with the monthly VIRTUS on-line updates to maintain an active status. Parents and guardians should be aware that the parish monitors approvals of the volunteer requirements. Approvals generally take approximately two weeks following completion of both requirements and volunteers will not be permitted to work with minors until the approvals are in place. Additionally, volunteers who fall behind on reading the monthly updates are not permitted to work with minors.
- ❖ Complete a background check through SELECTION.COM, our background check provider.

VIRTUS SIGN-UP:

Visit the VIRTUS website at www.virtus.org and click on “Registration” on the left side of the page and follow the prompts. *Please be sure to remember your username and password.* You will be able to view a list of upcoming sessions in the Archdiocese of Cincinnati by clicking on “Cincinnati” in the “View a List of Sessions” menu. You can attend a VIRTUS session at any location and time that is convenient for your schedule, but you must be registered to attend the session (no walk-ins are permitted).

BACKGROUND CHECKS:

After you complete the registration process for a VIRTUS training session, you will be directed to www.selection.com where you will complete the *Background Check*. Please be prepared to pay for the Background Check (\$25 fee). Have your driver’s license and a credit card ready prior to starting the registration process.

Pay by credit card as a tax deductible donation to St. Vincent Ferrer Parish. If you select to pay by personal credit card, SVF can add the \$25 fee to your parish donation record. Contact Josette Hudek at jhudek@svfchurch.org to inform us that you paid the fee or for additional questions concerning the fee.

For more information, please contact Josette Hudek, SVF Safe Environment Coordinator, at (513) 686-1118 or by email at jhudek@svfchurch.org. You can also visit www.catholiccincinnati.org to learn more about what the Archdiocese of Cincinnati is doing to help keep our children safe.